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9 APR 1966

MEMORANDUM FOR: Records Management Officer, DD/S&T

THROUGH : Chief, Support Branch, PAD/OSP

SUBJECT : Quarterly Report on Records Purge

1. The Office of Special Projects did not have any records destroyed at the Records Center during this quarter. As reported in the January purge report, OSP is looking towards micro-reduction of many of its records. The following is the status of OSP's micro-reduction projects:

a. Microfilm

The OSP Registry serves as the OSP Cable Secretariat and accordingly maintains copies of cables processed through this section. Within the next few weeks, approximately twenty-five (25) cubic feet of cables will be reduced to microfilm. This microfilming is the initial filming of OSP cables and, over the fifteen-year life span of a cables, will have an impact on the amount of storage space required in the Records Center to maintain cables.

b. Aperture cards

Project offices in OSP have started to receive aperture cards from contractors for blueprints, specifications, and procedures during this quarter. Approximately seventeen (17) cubic feet of safe space has been saved by utilizing aperture cards and not storing the hard copy.

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c. Microfiche

One OSP project office will begin to receive microfiche for project reports and other technical data within a month from its prime contractor. The net storage space saved cannot be determined at this time; however, there is little doubt that the amount of storage space saved will be substantial.

2. During this reporting period, OSP completely revised its Records Retirement Schedule. This was done to give better understanding to the types of documents identified in the schedules. Again, this will not reduce current record holdings in the Records Center, but it will have an impact on future records retired.

3. An OSP Records Management Manual was developed which provides operating offices with policy and procedures for OSP records. A Vital Records Schedule was submitted and approved by the CIA Records Administrative Officer during this quarter. A new Document Control and Inventory System utilizing a Friden "flexowriter" will be instituted after the test phase of this system is complete. This system will provide a more durable reference capability through micro-reduction of the basic control documents, as well as provide a means of conserving space. It also will provide an automated capability for updating control records, inventories, and accountability of records maintained by OSP.

4. Eight conserva-file cabinets were installed in one OSP component to provide a more desirable retrieval system. The office is very small and the conserva-files have provided additional working space, easier access to the required material, and greater economy in filing equipment.

5. OSP feels that the abovementioned activities will enhance significantly our over-all records management program.

STATINTL


OSP Records Management Officer

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